

**Buckley Amendment**  
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When information on a student must be shared outside the University ALL persons, agencies, or organizations desiring access to the records of a student shall be required to sign a written form to be kept permanently with the file of the student indicating specifically the legitimate educational or other interest in seeking this information. This form will be available solely to the student and to the University officer responsible for the record as a means of auditing the operation of the record system. Exceptions to this are (C) through (I).

**C. Disclosure to Other Educational Institutions:**

Disclosure of appropriate academic records may be made to officials of other educational institutions to which the student has applied and where he/she intends to enroll, upon the condition that the student shall be entitled to notification of such transfer and a copy of such record.

**D. Disclosure Pursuant to Judicial Order:**

Information concerning a student shall be released if properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding. Effort will be made to give advance notice to the student of such an order before compliance by the University.

**E. Disclosure Pursuant to Requests for Financial Aid:**

Necessary academic and/or financial student records may be disclosed WITHOUT the student's prior consent in connection with the student's application for, or receipt of, financial aid.

**F. Disclosure to Federal and State Authorities:**

This policy shall not preclude access to student records by authorized federal and state officials in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of federal and state legal requirements which relate to such programs. Except when collection of personally identifiable data is specifically authorized by federal and state law, any data collected and reported with respect to an individual student shall not include information (including Social Security number) which would permit the personal identification of such student.

**G. Disclosure Under Emergency Conditions:**

On an emergency basis information about a student may be released by a designated officer of the University when that information is necessary to protect the health or safety of a student.

**H. Disclosure to Educational Agencies or Institutions:**

Information which will not permit the individual identification of students may be released to organizations of educational agencies or institutions for the purpose of developing, validating, and administering predictive tests and measurements. Similarly, information may be released to accrediting organizations in order to carry out their accrediting functions.

**I. Disclosure to Parents of Dependent Students:**

Information concerning a student who is dependent (as defined in the Internal Revenue Code of 1954) may be released to that student's parents. The Internal Revenue Service defines a dependent student as one who attended an educational institution full-time for any five (5) calendar months of a tax year and who was provided more than

one-half of his/her support as claimed by the parents on their income tax statement. For purposes of this policy, the assumption, unless individually certified to the contrary under the criteria above, will be that undergraduate students of the University are dependent students.

**VIII. CHALLENGE OF RECORD ENTRY**

The student is entitled to challenge and/or add to the factual basis of any record entry contained in records, films, and/or data. The purpose of this challenge is to insure that such entries are not inaccurate or misleading, or in violation of his/her privacy or other

rights as a student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. The substantive judgment of a faculty member about a student's work, expressed in grades and/or evaluations is not within the purview of this right to challenge. The challenge should be submitted to the appropriate University officer (see VI) in whose area of responsibility the questioned material is kept. The University officer is authorized to rectify the entry and so notify the student without a hearing if such a

course of action is warranted. The designated officer will provide the student with an opportunity for both a written and personal challenge to the questioned entry and will determine whether or not the material is defective in a manner justifying its correction or removal from the records. The student's written statement of challenge regarding the content of the record will remain a part of that record regardless of the outcome of the challenge.

An adverse decision may be appealed in writing by the student to the Provost of the University and finally to the President of the University.

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